



# **UNION RULES**

**APRIL 2011**

## **PUBLIC SERVICE EXECUTIVE UNION**

### **RULES**

#### **1. Name**

1.1 The name of the Organisation shall be the Public Service Executive Union.

#### **2. Place of Meeting**

2.1 The place of meeting of the Union shall be at 30 Merrion Square, Dublin 2. Any change in such place of meeting shall be notified in writing by the General Secretary to the Registrar of Friendly Societies.

#### **3. Objectives**

3.1 The Objectives of the Union shall be:

- (a) to promote and safeguard the interests of the members by regulating the relations between members and their employers;
- (b) to promote and safeguard the interests of the members by co-operating with other representative bodies of workers;
- (c) to co-operate with other representative bodies and employers to promote administrative efficiency within the Public Sector of the economy;
- (d) to take appropriate steps, alone, or in co-operation with other organisations, to assist in the social, educational and economic development of the members;
- (e) to take appropriate steps, alone, or in co-operation with other organisations, to promote justice and equity;
- (f) to affiliate, amalgamate, co-operate or federate with any other Trade Union or Organisation to further the interests of the members.
- (g) to provide benefits to the members in accordance with the provisions of these rules.

3.2 The Union's funds may be applied to achieve the above objectives and, in addition may be applied to management expenses, propaganda and to assist members financially in circumstances where the Executive Committee deem appropriate.

**4. Membership**

4.1 The following persons shall be eligible for membership of the Union:

- (i) Civil Servants or persons in Semi-State bodies in Executive Classes;
- (ii) Civil Servants or persons in Semi-State bodies in other categories which are deemed to be appropriate by the Executive Committee;
- (iii) persons in such other employments as are deemed to be appropriate by the Executive Committee

4.2 Persons who are eligible for membership shall complete a form of application for membership which shall be in such form as may be prescribed by the Executive Committee. Each application for membership shall be considered by the Executive Committee which shall, following consultation with the Branch Committee concerned, decide whether or not the person applying for membership shall be admitted to membership and what terms and conditions shall apply to such membership.

4.3 A person who is, or has been excluded from membership under this Rule may be re-admitted to membership on such terms and conditions as the Executive Committee, following consultation with the Branch Committee concerned, may decide.

4.4 A person who is, or has been suspended from membership of the Union may be re-instated as a member on such terms and conditions as the Executive Committee following consultation with the Branch Committee concerned, may determine.

4.5 A person who is, or has been, employed in any one or more of the grades for which the Union caters, and who, for more than a period of twelve months after becoming employed in any such grade or grades, has not become a member, shall be admitted to membership only on payment of such entry fee (if any) as may be determined by the Executive Committee following consultation with the Committee of the Branch which the officer proposes to join.

4.6 A member on retirement from employment in one of the grades for which the Union caters on account of ill-health or age may continue as an associate (non-voting) member of the Union and shall not be liable for the payment of any subscription to the Union. Associate members shall not be entitled to participate in any of the Union's membership benefit schemes or to avail of any other facility normally conferred on ordinary members of the Union except as specifically decided by the Executive Committee.

4.7 Notwithstanding any other provisions of these Rules, the Executive Committee may exclude from membership of the Union any person whose continued membership conflicts with a finding of the Irish Congress of Trade Unions concerning disputes between Unions on the organisation of members.

- 4.8 The Executive Committee may, at its absolute discretion decide to grant honorary life membership of the Union to any person whose work on behalf of the Union is deemed to merit such an honour. No more than one such award shall be made in any one year. Honorary life members will not be liable for any subscription. Persons who were honorary Life Members of the Irish Customs and Excise Union on the date prior to the transfer of its engagements to this Union shall be deemed to be honorary Life Members of this Union. The Executive Committee may also, at its absolute discretion, decide to grant honorary life membership of the Union to any person, whose work on behalf of the trade union movement either in Ireland or abroad or on behalf of the objectives either of the Union or of the wider union movement is deemed to merit such an honour.

**5. Complaints Against Members**

- 5.1 This Rule sets out the process which shall be used to deal with complaints made by member(s) against (an)other member(s).
- 5.2 Any confidentiality requirements that may be expressed or implied under this Rule are subject to the limitation that the Union may be required, by law, to report an allegation or the outcome of an investigation to an external body.

Disciplinary Committee

- 5.3 The Union shall have a Disciplinary Committee. This Committee shall consist of the President, the Vice-President and seven other members of the Executive Committee appointed by the Executive Committee from amongst its members. The Disciplinary Committee shall be appointed by the Executive Committee as soon as may be convenient subsequent to the Annual Delegate Conference and shall hold Office until the conclusion of the ensuing Annual Delegate Conference.
- 5.4 The Executive Committee shall fill any vacancy arising among the members of the Disciplinary Committee from amongst its members as soon as may be convenient. In the event that the Executive Committee is satisfied that a member of the Disciplinary Committee is not prepared or able to fulfil the functions of a member of the Disciplinary Committee through non-attendance at meetings of the Disciplinary Committee, the Executive Committee may replace this member by another member of the Executive Committee. In the event that a member of the Disciplinary Committee has a direct involvement in a complaint to be considered by that Committee, whether as a complainant or the person complained of or as a witness or otherwise, or is otherwise subject to a conflict of interest in respect of a particular complaint (whether actual or perceived), this matter shall be reported to the Executive Committee by the General Secretary and the member in question shall be replaced by the Executive Committee by another member of the Executive Committee for the purposes of the investigation of the case in question. The quorum for a meeting of the Disciplinary Committee shall be four.
- 5.5 The Chairperson of the Disciplinary Committee shall be the President, or in his/her absence, the Vice-President, or in the absence of both, a person appointed by the Committee to act as Chairperson.
- 5.6 The Disciplinary Committee shall have no function other than the functions set out in this Rule.

- 5.7 The General Secretary shall act as Secretary to the Disciplinary Committee, shall attend all meetings of the Committee and keep such records of the Committee as are appropriate. The General Secretary may nominate another Official to act as Secretary of the Disciplinary Committee - either on a continuing basis or for a particular case. Where another Official is nominated to act as Secretary of the Committee, he/she shall carry out the functions assigned to the General Secretary in this Rule. Where the General Secretary has a direct involvement in a complaint to be considered by that Committee, whether as a complainant or the person complained of or as a witness or otherwise, the General Secretary shall nominate another Official who has no such involvement to act as Secretary of the Committee for the case in question.

#### A Complaint

- 5.8 Any Member or any Branch Committee ("complainant") may make a complaint against a member to the effect that that member ("respondent") has engaged in an action or activity which is a breach of the Rules of the Union or is otherwise conduct injurious to the interests of the Union or its members. The complainant and the respondent shall be known, collectively, as "the parties". Any such complaint shall be made in writing to the General Secretary and shall specify the precise nature of the action and/or activity which is the source of the complaint.
- 5.9 On receipt of a complaint, the General Secretary shall notify the respondent(s) of the complaint and, also, the source of same. The General Secretary shall seek to resolve the matter informally.
- 5.10 In the event that it is not possible to resolve the matter informally, the General Secretary shall refer the complaint to the Disciplinary Committee which shall meet to consider same. The Committee may, if it considers it necessary, ask the complainant(s) to clarify allegations that are to be the subject of the investigation.
- 5.11 The Disciplinary Committee, may, if it receives a complaint or complaints against more than one member, which it considers to be the same complaint, or essentially the same complaint, or a number of complaints against a member and if this appears to be practicable, treat the complaints collectively as one complaint for the purposes of this Rule. However, any outcome of the procedures set out in this Rule for individual members shall be stated in the form of outcomes for individual members.

#### Preliminary assessment of Complaint

- 5.12 The Disciplinary Committee shall appoint two of its members to examine any complaint and determine whether there appears to be a prima facie basis for the complaint which, if it were established, could constitute a material or deliberate breach of the Rules of the Union or is otherwise conduct injurious to the interests of the Union or the members.
- 5.13 In the event that these two members of the Disciplinary Committee conclude that there is such a prima facie basis for the complaint, the General Secretary shall notify the complainant(s) of that decision and the complaint shall proceed in accordance with this Rule.

- 5.14 In the event that these two members of the Disciplinary Committee conclude that there is not such a prima facie basis for the complaint, the General Secretary shall notify the complainant(s) of the decision not to proceed to investigation and no further action will be taken by the Disciplinary Committee unless this decision is appealed.
- 5.15 In notifying the complainant(s) of such decision, the General Secretary shall advise them of their right to appeal same to the full Disciplinary Committee.
- 5.16 Where the complainant(s) object to this decision, they shall be free to appeal same to the full Disciplinary Committee. Any such appeal must be received by the General Secretary within 14 days of the date of the notification of the original decision to the complainant(s). The basis of the appeal shall be set out in the notice of appeal.
- 5.17 In the event of such an appeal, the respondent(s) shall be advised of the fact of the appeal and the basis for same and shall be invited to comment on same in writing. Comments should be limited to the issue of whether or not there is a prima facie basis to proceed. Any such comment must be received by the General Secretary within 14 days of the date of the notification to the respondent(s).
- 5.18 The appeal shall be determined by a meeting of the Disciplinary Committee which shall not be attended by the two members of that Committee who took the original decision. Any decision of the Disciplinary Committee on the appeal of a preliminary assessment of a complaint shall be final.
- 5.19 The General Secretary shall advise the parties, in writing, of the outcome of the appeal.

#### Right to Representation

- 5.20 At any stage of the process set out in this Rule where one or other of the parties is involved in a meeting, he/she may be accompanied by a colleague, friend, fellow member of the Union or legal representative. The function of this person shall be to support and assist the party concerned. Not more than one person may accompany a party. It shall not be deemed appropriate for the accompanying person to seek to answer questions posed to a party on behalf of the party concerned. In order to minimise delays in dealing with the complaint, where the person due to accompany a party to a meeting under this Rule is unable to be present for such meeting and the party wishes to have a person accompanying him or her to a meeting, the Mediator, Investigator or Disciplinary Committee, as the case maybe, may request the party involved to arrange for another person to accompany him or her to the meeting.

#### Mediation Stage

- 5.21 The Disciplinary Committee may, if it considers that the nature of the complaint is such that a mediated solution might be a possibility, propose to the parties that they should engage with an external mediator, nominated by the Disciplinary Committee, with a view to reaching a resolution of the complaint. It shall be a matter for the parties to the complaint to decide whether to attempt a mediated solution or otherwise. Mediation can only take place with the agreement of all parties. It must not be used as a delaying tactic by any party and, if agreed to, must be utilised in good faith.

### Investigation Stage

- 5.22 In the event that a mediated solution is not possible, the Disciplinary Committee shall appoint an external investigator ("Investigator") to examine the complaint. The Investigator shall meet with the complainant(s) and the respondent(s) and any witnesses which either of them may wish to bring forward, along with any relevant documentation they wish to produce. The Investigator shall provide all the information obtained from the complainants and the witnesses in the course of the investigation to the respondent.
- 5.23 In the event that either party maintains that, in order to protect his rights in the investigation, it is essential that he/she be permitted to ask questions of any witness or of the other party in the course of the investigation, that party shall provide a written statement setting out the basis of which he/she considers that this would be necessary to protect his/her rights. In the event that the Investigator agrees to provide this facility, the party involved may ask questions of any witness interviewed by the Investigator and/or of the other party. Any such questions shall be posed in the presence of the Investigator. The questions shall be relevant to the matter under investigation. The questions may be asked by the person accompanying the member if the party is accompanied. Only one person may ask questions, either the party or the person accompanying him/her, but not both. The Investigator shall rule on the relevance of the questions and any other procedural issues which may arise.
- 5.24 The Investigator shall provide a factual report of the results of the investigation to the General Secretary on the complaint which shall set out the facts established in the investigation ("Investigator's Report").
- 5.25 The Parties to the complaint shall each be provided with a copy of the Investigator's Report and invited to comment in writing on same.
- 5.26 The Disciplinary Committee shall be provided with a copy of the Investigator's Report and any comments made by the parties on same.

### Deliberative Meeting of Disciplinary Committee

- 5.27 The Investigator's Report shall be considered at a meeting of the Disciplinary Committee held for the purpose of determining whether, based on the facts established in that Investigator's Report, the complaint made can be upheld or not. The parties shall be entitled to attend at any part of such meeting as may be considered appropriate by the Committee, if they wish, in order to make a statement on the matter and, if necessary, to answer any questions which the Disciplinary Committee may wish to pose. In the event that both parties wish to attend the meeting, they shall attend separately.

5.28 Having regard to the complaint, the Investigator's Report, the comments of the parties on same (whether in writing or in person before the Disciplinary Committee) and any other statements made by the parties (whether in writing or in person before the Disciplinary Committee), the Disciplinary Committee shall determine:

- whether the action or activity complained of has taken place;
- if so, whether that action or activity is a breach of the Rules of the Union or is otherwise conduct injurious to the interests of the Union or its members; and,
- if so, what penalty should be imposed on the member found guilty of same.

Penalties which may be imposed

5.29 A member against whom a complaint is upheld may be:

- debarred from attending Union meetings indefinitely or for a period to be decided; and/or
- debarred from participating in any way in Branch or Union administration indefinitely or for a period of time to be decided; or
- expelled from membership.

5.30 The General Secretary shall convey the decisions of the Disciplinary Committee under either or both of the two preceding paragraphs to the complainant(s) and the respondent(s).

5.31 In advising a member against whom a complaint has been upheld of this fact and the penalty imposed by the Disciplinary Committee, the General Secretary shall advise the member of his/her right of appeal and shall state the latest date for receipt of the notice of appeal.

Appeal Against a Decision of the Disciplinary Committee

5.32 Where a member has been found guilty of a breach of the Rules of the Union or of conduct injurious to the interests of the Union or its members, he/she may give notice that he/she wishes to appeal against the decision of the Disciplinary Committee by sending notice of such appeal to the General Secretary within 21 days of the issue of the notification specified in the preceding paragraph.

5.33 In the event of an appeal, it shall be made to an external party in accordance with the following arrangements:

- the external person should be agreed between the Disciplinary Committee and the appellant within three weeks of notification received from the appellant that he/she wishes to appeal the decision of the Disciplinary Committee,
- in the event of failure to agree on a suitable person, the General Secretary of the Irish Congress of Trade Unions will be asked to nominate a suitable party to determine the appeal;

- the appeal will be solely to determine whether the decision of the Disciplinary Committee to uphold the complaint(s) against the appellant was warranted or not and, if so, whether the penalty imposed was appropriate or not;
- the appellant and the Disciplinary Committee should prepare written submissions which should be provided to the person conducting the appeal at least one week in advance of the date of the appeal hearing and, also, to each other at the same time;
- the person conducting the appeal should meet with the appellant (and a friend, colleague or legal adviser of his/her choice, if he/she wishes to be accompanied) and Disciplinary Committee Representatives (not more than two people) in joint session to hear the arguments of both sides;
- the terms of reference of the person conducting the appeal is whether he/she can uphold a decision of the Disciplinary Committee or take such other decisions as may be considered suitable in all the circumstances;
- other than as stated in this Rule, the person conducting the appeal shall determine his/her own procedures for conducting the appeal;
- the person conducting the appeal should issue his/her determination on the matter in writing to the appellant, the Disciplinary Committee and the original complainant
- this determination shall be final and binding on all parties.

Procedures Promulgated by Executive Committee

5.34 The Executive Committee shall be empowered to prepare procedures for the implementation of the details of this Rule which shall be published in the Annual Report of the Executive Committee and made available to members on request. These procedures shall also be supplied to the parties to any complaint. The Executive Committee shall have the power to amend, or suspend, the procedures from time to time as the Executive Committee may, in its sole discretion, consider appropriate.

5.35 In the event of any inconsistency between this Rule and the terms of any procedures for its implementation, the provisions of this Rule shall apply.

**6. Management**

6.1 The Management of the Union shall be vested in:

- (a) A Delegate Conference
- (b) An Executive Committee.

6.2 The Executive Committee shall conduct the affairs of the Union in conformity with the policy determined by Delegate Conferences.

- 6.3 The Chairperson of any meeting held in accordance with the Rules shall have a second or casting vote in the event of a tie in voting. In the case of meetings of the Executive Committee or Delegate Conferences, the word Chairperson shall mean the President, or in his/her absence, the Vice-President, or in the absence of both, a person appointed by such meeting to act as Chairperson. In the case of meetings of Branch Committees, Branch General Meetings and Branch Delegate Meetings the word Chairperson shall mean the Chairperson of the Branch or, in his/her absence, a person appointed by such meeting to act as Chairperson. In the case of meetings of the Standing Orders Committee, the word Chairperson shall mean the Chairperson of the Standing Orders Committee or, in his/her absence, a person appointed by such meeting to act as Chairperson.

**7. Standing Orders Committee**

- 7.1 There shall be a Standing Orders Committee. The Standing Orders Committee shall consist of six members. The Standing Orders Committee shall be elected at the Annual Delegate Conference. Casual vacancies on the Standing Orders Committee shall be filled by a ballot vote of the members of the Delegate Conference at the time when the vacancy arises. Within one month of a vacancy arising, the General Secretary shall, in writing, invite branches and the Executive Committee to make nominations to fill the vacancy. The notice inviting nominations shall specify the last date for receipt of nominations which shall be at least 14 days after the date of issue of the notice. Within seven days after the final date for the receipt of nominations, the General Secretary shall issue ballot papers to each Branch Secretary in number equal to the number of delegates to which the branch is entitled to at Delegate Conference at that time, to each member of the Executive Committee and to each member of the Standing Orders Committee. The Branch Secretary shall be responsible for distributing the ballot papers to the delegates of his/her Branch. The ballot papers should include the name and branch of each person nominated in accordance with the procedure set out in this Rule, and shall be accompanied by a list of Members of the Standing Orders Committee. The ballot paper shall state a final date for the return of ballot papers to the General Secretary. This date shall be 14 days after the date of the issue of the ballot papers. The scrutineers for the election shall be the scrutineers elected at the previous Annual Delegate Conference and the General Secretary. The General Secretary shall notify the Branch Secretaries, the Executive Committee and the Standing Orders Committee of the result of the election as soon as possible. If no nominations are received by the final date for receipt of nominations the Executive Committee shall have the power at their discretion, to fill the vacancy by co-opting a member of the Union whose Branch does not already have a member on the Standing Orders Committee. A vacancy on the Standing Orders Committee which arises between the first day of January and the date of the Annual Delegate Conference shall be filled by the Executive Committee. The Standing Orders Committee shall hold office from the conclusion of the Annual Delegate Conference at which it is elected to the conclusion of the next Annual Delegate Conference. A person may not, at the same time, be a member of the Executive Committee and the Standing Orders Committee.

- 7.2 The Standing Orders Committee shall examine every notice of business to appear on the Agenda of a Delegate Conference.

The Standing Orders Committee shall, with the consent of the proposing branch, or the Executive Committee if the proposer, amend motions which otherwise would be deemed to be out of order, provided that such amendment does not alter the intended meaning of the motion. The acceptance or otherwise of any such proposed amended motion for discussion will be subject to the approval of the Delegate Conference.

7.3 The Standing Orders Committee may recommend to a Delegate Conference the order in which the business of such Conference ought to be taken for the purpose of expediting the conduct of business at such Conference.

The Standing Orders Committee, may with the consent of the proposing Branches, and the Executive Committee if a proposer, make composite motions on similar topics. The acceptance or otherwise of any such proposed composite motion for discussion will be subject to the approval of the Annual Delegate Conference.

7.4 The Standing Orders Committee may also recommend procedure for the better conduct of meetings held under the Rules, and the Committee's recommendation may, after approval by the Executive Committee, be submitted to the Delegate Conference for acceptance as the Regulations Governing Procedure at Meetings and on acceptance by the Delegate Conference such Regulations may be amended from time to time by the Delegate Conference on notice of motion.

7.5 The Standing Orders Committee shall appoint such officers as they think fit, and shall regulate their own procedure. Four members shall form a quorum.

## **8. Delegate Conference**

8.1 The Annual Delegate Conference shall be held in the month of April on a day or days fixed by the Executive Committee for the purpose of receiving the Annual Report and audited Statement of Accounts, electing the Officers, electing the Executive Committee, electing the Standing Orders Committee, considering proposed amendments to Rules, considering proposed amendments to the Regulations Governing Procedure at Meetings and determining the policy of the Union, and for consideration of other relevant matters. Thirty days' notice of date of the Delegate Conference shall be given to the membership.

8.2 Nominations for election of the President, Vice-President, Executive Committee and Standing Orders Committee shall be made in writing to the General Secretary over the signatures of the Branch Secretary and Branch Chairperson of the nominating Branch. Notices of motion appropriate for consideration at the Annual Delegate Conference shall be made in writing to the General Secretary over the signatures of the Branch Secretary and Branch Chairperson of the Branch proposing such notices of motion. Every such nomination and every such notice of motion shall have been adopted by a majority of members present and voting at a duly convened Annual Meeting of a Branch of the Union. Each nomination and each notice of motion shall be received by the General Secretary not later than 5.30 p.m. on 12 February each year. Where 12 February falls on a Saturday or Sunday, the nominations and notices of motion shall be received by the General Secretary not later than 5.30 p.m. on the Monday immediately following 12 February. To be valid business for the Annual Delegate Conference, each nomination and each notice of motion must comply with all the provisions of this Rule and no nomination or notice of motion which does not so comply may be considered at the Conference.

8.3 The Executive Committee shall also have power to submit notices of motion appropriate for consideration at the Annual Delegate Conference. The Executive Committee shall have power to make nominations for the election of President, Vice-President, Executive Committee and Standing Orders Committee where there are no nominations for any or all of such positions or, in the case of the election of the Executive Committee and Standing Orders Committee, where there are fewer nominations than places available to be filled. All notices of motion to be submitted to the Annual Delegate Conference by the Executive Committee shall be decided upon by the Executive Committee not later than 10 February preceding the Annual Delegate Conference. Where the Executive Committee makes nominations for election under this Rule, the nominations shall be decided upon as soon as possible after the date specified in Rule 8.2 as being the final date for the receipt of nominations for elections from Branches.

8.4 A Preliminary Agenda for the Annual Delegate Conference shall be composed of all nominations and notices of motions submitted under Rules 8.2 and 8.3. This Preliminary Agenda shall be circulated to members of the Union not later than 8 March each year. The Preliminary Agenda shall be considered by meetings of Branch Committees and duly appointed delegations of Branches to be held not later than 20 March of each year. The purpose of these meetings shall be to decide on Branch policy in relation to the various nominations and notices of motion on the Preliminary Agenda. These meetings shall also decide on amendments to notices of motion on the Preliminary Agenda. Any such notices of amendments to notices of motions shall be made in writing to the General Secretary over the signatures of the Branch Chairperson and Branch Secretary and shall be received by the General Secretary not later than 5.30 p.m. on 22 March of each year. Where 22 March falls on a Saturday, Sunday, Public Holiday or any other day which is considered unsuitable for this purpose by the Executive Committee, the notices of amendments to notices of motions on the Preliminary Agenda shall be received by the General Secretary not later than 5.30 p.m. on the first working day in the week following 22 March. To be valid business for the Annual Delegate Conference, each notice of amendment must comply with all of the provisions of this Rule and no such notice may be considered at the Annual Delegate Conference which does not so comply.

Notwithstanding the other provisions of this Rule a Branch Committee may, at its absolute discretion, call a Special General Meeting of members for the purposes of this Rule. On the requisition signed by not less than one-tenth of the members of a Branch of the Union, a Special General Meeting of the members of the Branch shall be held for the purposes of this rule. Any Special General Meeting held in accordance with this Rule will be held in the same manner and for the same purpose as the meetings of Branch Committees and delegates referred to in the Rule.

A simple majority of the numbers present and voting at the above-mentioned Special General Meeting may decide, in relation to any item on the Conference Agenda to direct the Branch delegates to vote in a particular way provided that, in relation to such tied votes, the delegates shall have discretion not to oppose remission of the item to the Executive.

- 8.5 Branch Delegates to the Annual Delegate Conference shall be appointed at the Annual General Meetings of Branches referred to in Rule 14.1 below and shall be notified in writing to the General Secretary not later than 22 March of each year over the signatures of the Branch Chairperson and Branch Secretary. Such Branch delegates shall also be delegates to any special delegate conference held between 22 March and the same date in the following year. Casual vacancies arising in Branch delegations may be filled by the Branch Committee. Any such replacements in Branch delegations shall be forwarded in writing to the General Secretary within five days of the making of such replacement. The substitution of delegates within seven days of the holding of any annual or special delegate conference or during such conference may be allowed at the discretion of the Standing Orders Committee.
- 8.6 The Executive Committee shall also have power to submit amendments to notices of motion appearing on the Preliminary Agenda for the Annual Delegate Conference.
- 8.7 Copies of the Annual Report of the Executive Committee shall be forwarded to every Branch of the Union, to members of the Executive Committee and members of the Standing Orders Committee not later than 8 March of each year. The Audited Statement of Accounts shall be issued to Branch Secretaries as soon as possible after it becomes available. Copies of the Annual Report of the Executive Committee; the Statement of Accounts; the Final Agenda, incorporating any amendments submitted by Branches or the Executive Committee; the Recommendations of the Standing Orders Committee and a list of those nominated for election shall be forwarded to each Branch Secretary in number equal to the number of delegates to which the Branch is entitled and also to each member of the Executive Committee and each member of the Standing Orders Committee, together with the notice convening the Conference, not later than ten days before the date of the Annual Delegate Conference.
- 8.8 Special Delegate Conferences shall be held at the direction of the Executive Committee. On the requisition signed by not less than one-tenth of the entire membership of the Union a Special Delegate Conference shall be held within one month of the receipt of such requisition by the General Secretary.
- 8.9 The business to be transacted at a Special Delegate Conference shall be set out in the notice convening the meeting as notices of Motion(s) for debate at the meeting. Notice of amendments from Branches to the notice of Motion(s) shall be made in writing to the General Secretary over the signatures of the Branch Chairperson and Branch Secretary. All such notice of amendment(s) shall have been considered by a special meeting of the Branch Committee and duly appointed delegations of Branches and shall have been passed by a majority of those present and voting at the meeting. All such amendments shall be received by the General Secretary not later than five working days before the commencement of the meeting. To be valid business for the Special Delegate Conference each notice of amendment must comply with all the provisions of this rule and no such notice may be considered at the Special Delegate Conference which does not so comply. No other business shall be transacted at the meeting. The Executive Committee shall also have power to submit amendments to notices of motion appearing on the Agenda for a Special Delegate Conference.
- 8.10 The order of business of an Annual or Special Delegate Conference shall be conducted in accordance with the Recommendations of the Standing Orders Committee as adopted or amended by the Conference.
- 8.11 The Delegate Conference shall consist of the Executive Committee, the Standing Orders Committee and, subject to the numerical limitations in the next succeeding paragraph, delegates duly appointed by the Branch General Meetings.

- 8.12 The representation of the Branches at the Annual Delegate Conference shall be as follows:
- (a) the total number of delegates of Branches shall be 325 subject to any marginal adjustments required to give effect to paragraph (d) following;
  - (b) the percentage of the total membership of the Union in each Branch shall be calculated;
  - (c) each Branch shall be allocated that percentage of the total of 325 Branch Delegates;
  - (d) the figures resulting from paragraph (c) foregoing shall be adjusted so as to round same to the nearest whole number and to provide for a minimum of two delegates from each Branch.

This scale of representation shall apply to the 2008 Annual Delegate Conference and subsequent delegate conferences.

- 8.13 Where a Branch or the Executive Committee finds that it wishes to introduce a motion at the Annual Delegate Conference which is not on the Agenda for the meeting, which is of such a nature that it could not have been submitted for inclusion on the Agenda for the Conference in the ordinary way and which deals with a matter of importance to the members of the Union, the Branch or the Executive Committee, as appropriate, shall make a request in writing to the Chairperson of the Standing Orders Committee. The Standing Orders Committee shall then consider the matter and decide whether or not they recommend to the Conference that the motion be included in the Agenda. Any recommendation by the Standing Orders Committee on such matter shall be put to the Conference which shall have a final determination on whether the motion be accepted for discussion or not.

## **9. Officers**

- 9.1 The Officers of the Union shall be the President, Vice-President, the Trustees, the General Secretary, the Deputy General Secretary and the Assistant General Secretaries and all members of the Executive Committee.

## **10. Executive Committee**

- 10.1 The Executive Committee shall consist of the President and Vice-President together with 14 members elected at the Annual Delegate Conference and a further five members whose branches do not already have a member on the Executive Committee to be elected at the Annual Delegate Conference by the delegates of those branches who do not already have a member on the Executive Committee from the list of candidates nominated for election to the Executive Committee at the Annual Delegate Conference. Notwithstanding this provision, in the event that the total number of candidates for election to the Executive Committee is equal to or less than the number of positions available then all of the candidates shall be deemed to be elected to the Executive Committee.
- 10.2 The President and the Vice-President shall be elected at each Annual Delegate Conference and shall hold office from the termination of the Annual Delegate Conference at which they are elected until the termination of the ensuing Annual Delegate Conference.

- 10.3 If a vacancy arises in the office of President, it shall be filled by the Vice-President for the remainder of the term of office. If a vacancy arises in the office of Vice-President it shall be filled from the Executive Committee by the Executive Committee.
- 10.4 A vacancy shall be deemed to have occurred on the Executive Committee through the non-attendance of any member for more than three consecutive meetings without reasonable explanation. Casual vacancies on the Executive Committee shall be filled by a ballot vote of the members of the Delegate Conference at the time when the vacancy arises. Within one month of a vacancy arising, the General Secretary shall, in writing, invite Branches and the Executive Committee to make nominations to fill the vacancy. The notice inviting nominations shall specify the last date for receipt of nominations which shall be at least 14 days after the date of issue of the notice. Within seven days after the final date for the receipt of nominations, the General Secretary shall issue ballot papers to each Branch Secretary in number equal to the number of delegates to which the Branch is entitled at Delegate Conference at that time, to each member of the Executive Committee and to each member of the Standing Orders Committee. The Branch Secretary shall be responsible for distributing the ballot papers to the delegates of his/her Branch. The ballot papers shall include the name and branch of each person nominated in accordance with the procedure set out in this Rule, and shall be accompanied by a list of Executive Members. The ballot paper shall state a final date for the return of ballot papers to the General Secretary. This date shall be 14 days after the date of the issue of the ballot papers. The scrutineers for the election shall be the scrutineers elected at the previous Annual Delegate Conference and the General Secretary. The General Secretary shall notify the Branch Secretaries, the Executive Committee and the Standing Orders Committee of the result of the election as soon as possible. If no nominations are received by the final date for receipt of nominations the Executive Committee shall have power, at their discretion, to fill the vacancy by co-opting a member of the Union whose Branch does not already have a member on the Executive Committee. A vacancy on the Executive Committee which arises between the first day of January and the date of the Annual Delegate Conference shall not be filled pending the election of the Executive Committee at the Annual Delegate Conference.
- 10.5 Seven shall form a quorum. If for any meeting of the Executive Committee there is not a quorum, those present, if not less than five shall form a subcommittee to transact urgent business and make report and recommendations to the next Executive Committee Meeting.
- 10.6 The Executive Committee shall meet once in each month on a day to be agreed upon and such other days as may be considered necessary.
- 10.7 Members of the Executive Committee shall be given at least three day's notice of each meeting and the agenda for the meeting shall accompany such notice. An emergency meeting may, however, be called at shorter notice by the President, or in his/her absence, the Vice-President.
- 10.8 The Executive Committee shall present to the Annual Delegate Conference a report dealing with its activities during the year, as well as a complete Statement of Accounts audited by two members of the Union appointed by the trustees for this purpose. Such auditors shall not be members of the Executive Committee.
- 10.9 The Executive Committee shall hold office from the termination of the Annual Delegate Conference at which it is elected until the termination of the ensuing Annual Delegate Conference

- 10.10 The Executive Committee shall have the power to reimburse the President and the Vice-President annually such sum as the Executive Committee consider necessary to cover expenses incurred by them on behalf of the Union during their terms of office.
- 10.11 The President and the Vice-President shall carry out the instructions of the Executive Committee.
- 10.12 The President and the Vice-President may be removed from office by a Delegate Conference. The Executive Committee may suspend either of these persons from office pending a decision on their removal from office by a Delegate Conference.
- 10.13 The Executive Committee may be removed from Office by an Annual Delegate Conference or a Special Delegate Conference.

**11. Trustees**

- 11.1 The Union shall have power to acquire, hold or dispose of real or leasehold property which shall be vested in the trustees of the Union for the benefit solely of the Union. The Trustees shall have power, on the approval of the Executive Committee, to enter into any contract, bond or undertaking on behalf of the Union. The President, Vice-President, Deputy General Secretary and an Assistant General Secretary designated for this purpose by the Executive Committee shall be trustees of the Union. When a trustee vacates office by virtue of which s/he became a trustee, s/he shall automatically cease to be a trustee and the vacancy so created shall be filled by his/her successor in office.

**12. General Secretary and other Staff**

- 12.1 The Union shall have a General Secretary, Deputy General Secretary and such number of Assistant General Secretaries as may be determined by the Executive Committee. One of the Assistant General Secretaries may be designated as Senior Assistant General Secretary by the Executive Committee.
- 12.2 The General Secretary, Deputy General Secretary and Assistant General Secretaries shall carry out the instructions of the Executive Committee. The General Secretary, who shall be deemed to be the Treasurer, shall be the Chief Executive Officer of the Union and shall be responsible for the proper management of the affairs of the Union including the maintenance of minutes, records and financial accounts in such manner as may be prescribed by the Executive Committee from time to time. The General Secretary may delegate any of these functions to the Deputy General Secretary or the Assistant General Secretaries.
- 12.3 The General Secretary, Deputy General Secretary and Assistant General Secretaries shall each be selected and appointed by the Executive Committee. Each such appointment by the Executive Committee shall be subject to ratification at the next ensuing Annual Delegate Conference on a motion submitted to the Conference in accordance with Rule 8.3. Where such an appointment is made at a time which makes it impossible for the Executive Committee to submit such a motion for inclusion on the agenda of the next immediate Annual Delegate Conference, then the Executive Committee shall submit such a motion to the Annual Delegate Conference held in the following year. Subsequent to ratification by the Annual Delegate Conference in the context of initial appointment, holders of the positions of General Secretary, Deputy General Secretary and Assistant General Secretary shall be deemed to have been ratified for the purposes of this rule 12.3.

- 12.4 The holders of the positions of General Secretary, Deputy General Secretary and Assistant General Secretary at the conclusion of the Annual Delegate Conference held in the year 2002 shall be deemed to have been ratified for purposes of Rule 12.3.
- 12.5 In the event that a Branch or the Executive Committee wish to remove from office the holder of a post of General Secretary, Deputy General Secretary or Assistant General Secretary (hereinafter referred to as “a full-time officer”) for reasons other than misconduct, then the following procedures shall apply:
- (a) the Branch or the Executive Committee, as the case may be, shall submit a motion to that effect for inclusion on the agenda of the Annual Delegate Conference in accordance with the provisions of Rule 8.2 or 8.3 as appropriate;
  - (b) the Motion shall be accompanied by a full and comprehensive statement of the reasons for suggesting the removal;
  - (c) this motion, and the accompanying statement, shall be brought to the attention of the full-time officer concerned;
  - (d) the full-time officer concerned shall have the right to respond to the motion and accompanying statement in writing;
  - (e) both the original motion and accompanying statement and the response of the full-time officer shall be circulated to the delegates to the Annual Delegate Conference at the same time;
  - (f) the full-time officer shall have a full opportunity of responding to the matter at the Annual Delegate Conference.
- 12.6 The provisions of Rules 8.4 and 8.6 relating to the submission of amendments to motions for the Annual Delegate Conference shall not apply to motions submitted to the Annual Delegate Conference in accordance with the provisions of Rule 12.5.
- 12.7 Other than as provided above, motions of condemnation or no confidence in respect of full-time officers (or similar motions) shall not be permitted to appear on the agenda for an Annual or Special Delegate Conference.
- 12.8 In the event that the reasons put forward for a proposal for the removal of a full-time officer are based, in whole or in part, on the fact that he/she has implemented a decision of the Executive Committee (or, where appropriate, a decision of a Branch Committee) or are frivolous or vexatious, then the Executive Committee, having taken such advice as may be deemed necessary, shall have authority to exclude the matter from the agenda for the Annual Delegate Conference.
- 12.9 In the event that the reasons put forward for a proposal for the removal of a full-time officer are based, in whole or in part, on an allegation of misconduct such as financial irregularity, bias in favour or against a particular group of members, then the Executive Committee, having taken such advice as may be deemed necessary, shall have authority to exclude the matter from the agenda for the Annual Delegate Conference and follow the procedure set out in Rule 12.10 following.

12.10 The Executive Committee, on the complaint in writing of any Branch, shall have power to inquire into and investigate the conduct of any full-time officer in order to determine whether or not s/he has been guilty of any breach of the Rules of the Union or of conduct injurious to the interests of the Union or its members. The full-time officer concerned shall be afforded details in writing of the allegation(s) made against him/her, and the source thereof, not less than two weeks before the meeting of the Executive Committee at which such charge shall be heard and determined. The full-time officer concerned shall be entitled to hear all the charges made and to rebut the same, either in writing or personally before the Executive Committee. The Executive Committee shall determine whether the full-time officer is guilty of the charges. In such circumstances, the Executive Committee shall have authority to remove the person concerned from office in the event that the charges are proven and the matter is regarded as being sufficiently serious or taking such other disciplinary action, such as suspension from office for a period, as may be deemed to be appropriate in the circumstances. A full-time officer may appeal against such decision within 7 days of the Executive Committee's decision. The full-time officer may request Special Delegate Conference to consider such appeal. In the event that such a request is made, a Special Delegate Conference shall be convened within 1 month of that request, or as soon as is reasonably practicable thereafter, to consider the full-time officer's appeal. The Special Delegate Conference may uphold a decision of the Executive Committee, restore the full-time officer to office, or take such other decisions as may be considered suitable in all the circumstances.

12.11 The remuneration and other conditions of employment of the General Secretary, Deputy General Secretary and the Assistant General Secretaries shall be determined by the Executive Committee.

12.12 The Executive Committee may appoint such other staff as may be necessary for the conduct of the Union's business and shall be responsible for setting their remuneration and other conditions of employment.

### **13. Subscriptions**

13.1 The rate of subscription to the Union shall be 0.62% of basic pay for each member.

13.2 Any member more than three months in arrears with the payment of his/her subscriptions shall, on being notified by the General Secretary, automatically cease to be a member, except payment of arrears is made within 14 days of the date of such notification.

13.3 No lapsed member shall be re-admitted to membership of the Union except by the Executive Committee on the application of the Branch Committee and re-admission shall be conditional on the payment, at the option of the Executive Committee, of all arrears of subscriptions or a fine, the amount of which shall be determined by the Executive Committee.

13.4 A person who resigns, or has resigned, from the Union shall, for the purpose of re-admission to the Union, be treated as if s/he were a lapsed member under this Rule.

13.5 The Executive Committee, following the recommendations of a Branch Committee may reduce arrears of subscriptions accumulated or arrange for payment of such arrears over a period in the following circumstances:

- (a) Prolonged absence from duty, or
- (b) sick leave as a result of which the member has suffered financial loss

13.6 Subscriptions shall be payable by members to the General Secretary monthly or by means of arrangements entered into between members, the Executive Committee and employers whereby the employer deducts the amount of subscriptions from the pay of the members and forwards same to the General Secretary.

13.7 Persons who are in membership of the Union shall remain liable for payment of subscriptions to the Union so long as they are in membership, irrespective of the grade or category in which they are serving. In the event that a person is appointed to a grade or category in respect of which recognition from the relevant employer is held by another trade union and not by this Union, applications for refunds of subscriptions may be allowed only in respect of any period when membership of this Union overlaps with membership of the other trade union.

#### **14. Branch Organisation**

14.1 The Executive Committee shall be responsible for the organisation of the members of the Union into Branches.

14.2 Each Branch shall hold an Annual Meeting between 1 December and 10 February of the following year.

14.3 The format of this Annual Meeting shall consist of one of the following:

- (a) a single meeting convened on a single day which may be attended by all members; or
- (b) a meeting of delegates appointed by members in different geographical locations in accordance with arrangements approved by the Executive Committee; or
- (c) a single meeting with a single agenda held on a sequence of days in different locations in order to facilitate the attendance of members in different geographical locations.

14.4 The format to be applied in the case of any individual Branch shall be settled by the Branch Committee of the Branch, subject to approval by the Executive Committee.

- 14.5 The Branch Annual Meeting shall elect a Branch Committee, including the following Officers: Chairperson, Vice-Chairperson, Honorary Secretary and Honorary Treasurer, for the year. Alternatively, a Branch Committee may arrange to conduct the election of the Branch Officers and/or Committee by ballot of the members in advance of the Annual Meeting. At the discretion of a Branch Committee, another means of appointing the Branch Secretary may be adopted where the Branch Committee and the Executive Committee agree that there is good reason for same. The Branch Annual Meeting shall appoint Branch Delegates to the Annual Delegate Conference. The names of the Branch Officers shall be notified to the General Secretary of the Union by the Branch Secretary on or before 12 February of each year. The Branch Committee shall fill any casual vacancy arising during the year and shall notify the General Secretary of the change. Each Branch shall make provision for the collection of subscriptions from members and shall transmit such subscriptions to the General Secretary of the Union.
- 14.6 A Special Meeting of a Branch in the same format as the Branch Annual Meeting shall be held at the direction of the Executive Committee, the Branch Committee or on the requisition signed by not less than one-fifth of the members of the Branch. In the case of a Special Branch Meeting held on the requisition of members, it shall be held as soon as practicable following receipt of such requisition by the Secretary of the Branch.
- 14.7 Any Branch of the Union may decide to adopt Rules for the conduct of its internal business. Any such Rules shall be in conformity with the Rules of the Union and shall be subject to approval by the Executive Committee of the Union.
- 14.8 The Executive Committee may decide to use the word "Group" in place of the word "Branch" to describe any branch of the Union.
- 14.9 The expenses incurred in holding Branch Annual Meetings shall be the responsibility of the Branch.
- 15. Finance**
- 15.1 All monies received as subscription or otherwise on behalf of the Union shall be lodged to a Banking Account or to Banking Accounts opened in the name of the Union with a joint stock bank in Ireland approved by the Executive Committee and/or a Trustees Savings Bank in Ireland approved by the Executive Committee. All disbursements on account of the Union shall be made by cheque drawn on such bank and signed by two of the people holding the following offices: President, Vice-President, General Secretary, Deputy General Secretary and Assistant General Secretary, one of whom shall be the President or the Vice-President. Their names shall be stated in a resolution of the Executive Committee under this rule and conveyed with specimens of their signatures to the Banker by the General Secretary.
- 15.2 Any surplus funds not required for immediate use by the Union may be invested by the Executive Committee in any Trustee Security, or in such other manner as may be approved by the Delegate Conference.
- 15.3 The Executive Committee shall not, without prior consent of a Delegate Conference, make any disbursement by way of grant, gift or honorarium in excess of 4% of the Annual Salary of a Higher Executive Officer at the maximum.
- 15.4 The General Secretary shall, each year, supply to the Registrar of Friendly Societies a copy of the accounts of the Union in the form prescribed by the Registrar.

15.5 Any person having an interest in the funds of the Union shall, at any reasonable time, be afforded an opportunity of inspecting the books of account of the Union and the register of the names of members of the Union.

**16. Strikes and Industrial Action**

16.1 The provisions of this Rule shall apply notwithstanding any other provision contained in these rules.

16.2 In this Rule the terms strike and industrial action shall have the same meaning as in the Industrial Relations Act 1990.

16.3 In this Rule the term member shall have the same meaning as in Rule 4.

16.4 The provisions of this Rule shall apply to the Republic of Ireland only.

16.5 The union shall not organise, participate in, sanction or support a strike or other industrial action without a secret ballot, entitlement to vote in which shall be accorded equally to all members whom it is reasonable at the time of the ballot to believe will be called upon to engage in the strike or other industrial action.

16.6 The Union shall take reasonable steps to ensure that every member entitled to vote in the ballot votes without interference from, or constraint imposed by, the Union or any of its members, officials or employees and, so far as is reasonably possible, that such members shall be given a fair opportunity of voting.

16.7 Both the Executive Committee and the Industrial Relations Committee shall have full discretion in relation to organising, participating in, sanctioning or supporting a strike or other industrial action notwithstanding that the majority of those voting in the ballot, including an aggregate ballot referred to in Rule 16, favours such strike or other industrial action.

16.8 Neither the Executive Committee nor the Industrial Relations Committee shall organise, participate in, sanction or support a strike or other industrial action against the wishes of a majority of the Union's members voting in a secret ballot, except where, in the case of a ballot by more than one trade union, an aggregate majority of all the votes cast favours such strike or other industrial action.

16.9 Where the outcome of a secret ballot conducted by the Union or in the case of ballots conducted by the Union and any number of other trade unions which are affiliated to the Irish Congress of Trade Unions an aggregate majority of all the votes cast is in favour of supporting a strike organised by another trade union, a decision to take such supportive action shall not be implemented by the Union without the sanction of the Irish Congress of Trade Unions.

- 16.10 As soon as practicable after the conduct of a secret ballot the Union shall take reasonable steps to make known to the members of the Union entitled to vote in the ballot:
- (a) the number of ballot papers issued
  - (b) the number of votes cast
  - (c) the number of votes in favour of the proposal
  - (d) the number of votes against the proposal, and
  - (e) the number of spoiled votes.
- 16.11 Nothing in this Rule shall constitute an obstacle to negotiations for the settlement of a trade dispute nor the return to work by members of the Union party to the trade dispute, and any decision taken in accordance with this rule to organise, participate in, sanction or support a strike or industrial action may be rescinded or amended without the necessity of a further ballot of the members concerned.
- 16.12 A strike or other form of industrial action involving the entire membership of the Union shall take place only when a majority of the votes cast in a general ballot decide in favour provided a minimum of one-third of the total membership vote in favour. The Executive Committee shall have power to decide the method, timing and extent of the industrial action. The Executive Committee may decide to have a lesser but not greater form of industrial action than that approved by the General Ballot under this rule.
- 16.13 A strike or other form of industrial action involving the entire membership of the Union in the Civil Service shall take place only when a majority of the votes cast in a ballot of the entire membership of the Union in the Civil Service decide in favour, provided a minimum of one-third of the entire membership of the Union in the Civil Service vote in favour. The Executive Committee shall have power to decide the method, timing and extent of the industrial action. The Executive Committee may decide to have a lesser but not greater form of industrial action than that approved by the ballot of the entire membership of the Union in the Civil Service under this rule.
- 16.14 Any individual Branch of the Union may decide to propose to the Executive Committee that a strike or other form of industrial action be taken by members of that Branch. Any such proposal shall be implemented only with the consent of the Executive Committee and in such form as the Executive Committee may prescribe and no such proposal will be considered unless the Executive Committee is satisfied that the Branch concerned has conducted a ballot of members in accordance with the provisions of these Rules.

16.15 The Executive Committee may establish a Committee to be known as the Industrial Relations Committee. This Committee will be composed of the President, the Vice-President and five other members of the Executive Committee appointed by the Executive Committee from amongst its members. Where a proposal for a strike or other form of industrial action submitted in accordance with Rule 16.14 is considered by the President, or in his/her absence the Vice-President, to be of such a nature that it requires urgent decision then such a proposal may be considered by the Industrial Relations Committee and the Industrial Relations Committee will have all the powers conferred on the Executive Committee in Rule 16.14 in considering such proposals. Decisions of the Industrial Relations Committee will be reported to the Executive Committee. The proposing Branch may appeal any decision of the Industrial Relations Committee to the Executive Committee. Such an appeal shall be made in writing to the General Secretary over the signatures of the Branch Chairperson and Branch Secretary and shall be received by the General Secretary not later than 14 days after the date on which notification of the decision is received by the Branch. Three shall form a quorum for meetings of the Industrial Relations Committee.

17. **Benefit Schemes for Members**

17.1 The Union may provide for (or arrange for provision of) benefit schemes for the members and the Executive Committee may, at its absolute discretion, amend or cancel such schemes.

17.2 Benefit Schemes designed to provide for Death Benefits for members and for a draw for members may be financed out of the general funds of the Union. The arrangements for entitlement to be eligible for such benefits shall be determined by the Executive Committee. These arrangements shall be published to the members in the "Public Service Review".

17.3 The benefits in any scheme introduced under this Rule shall be provided at the absolute discretion of the Executive Committee and the decision of the Executive Committee on the entitlement of any member to receive any such benefit shall be final.

18. **Public Service Review**

18.1 The official organ of the Union shall be the Public Service Review or in Irish Seallach na Seirbhise Poibli. The Executive Committee shall, from time to time, make such arrangements as they deem necessary or desirable with regard to its general management and publication.

19. **Copy of the Rules**

19.1 All persons admitted to membership of the Union will be provided with a copy of the Rules of the Union within six months of having become members.

20. **Voting**

20.1 All elections held under these rules, except for elections held at Branch level (where it shall be optional) shall be conducted by the Single Transferable Vote system of election.

**21. Ballot**

21.1 A ballot of the members shall be taken on any question of general interest to the Union at any reasonable time at the discretion of the Executive Committee or within one month of the receipt by the General Secretary of a written demand for such Ballot bearing the signatures of at least 100 members of the Union. No Ballot, unless ordered to be taken by a Delegate Conference for the purpose of determining policy on its results shall determine policy for the Union. The results of every ballot shall be notified to members of the Union, together with the decision of the Executive thereon.

**22. Change of Rules**

22.1 Alteration in these Rules shall be made only after any proposed alteration shall have appeared on the Agenda of an Annual Delegate Conference or of a Special Delegate Conference summoned for the purpose, and been passed by not less than two-thirds of the members present and voting thereat.

22.2 Any such amendment to Rules shall be notified, in writing, by the General Secretary to the Registrar of Friendly Societies.

**23. Dissolution**

23.1 The Union shall be deemed to be dissolved only after a motion proposing dissolution shall have appeared on the Agenda of a Special Delegate Conference summoned for the purpose, and been passed by not less than two-thirds of the members present and voting thereat.

23.2 The assets of the Union or the liabilities of the Union at the date of dissolution shall be divided between all of the members of the Union who are members at the date of dissolution and who have been members continuously for at least one year prior to the date of dissolution.

23.3 The last person to act as General Secretary of the Union prior to its dissolution shall, upon dissolution, notify the Registrar of Friendly Societies of the dissolution of the Union.

**15 April, 2011**

## Notes

- i) *Rule 8.13 concerning the inclusion of Motions on the agenda of the Annual Delegate Conference was amended by the 2011 Annual Delegate Conference.*
- ii) *Rule 10.1 dealing with the Election of the Executive Committee was amended by the 2011 Annual Delegate Conference.*